

Mark Rutherford School



Careers Policy

Author:	Mrs K Unwin
Governor's Committee:	Curriculum and Standards
Adopted by the Governing Body on:	Monday 23 rd September 2025
Signed (Chair of Committee):	Mrs S Field
Signed (Headteacher):	Mrs K Foster
Policy review date:	September 2026

AIMS

To provide impartial advice and guidance to all students so that they have the skills, knowledge and values needed to manage their lifelong learning and careers development; that they are aware of their strengths and weaknesses both academically and vocationally; they can take responsibility for their own decisions now and in the future, and make a positive contribution towards society.

MEANS

- Students are treated without prejudice and have an entitlement to Careers Education and Guidance, regardless of race, gender, religion or belief, ability, disability, social background or sexual orientation.
- Students have equal access to accurate, up-to-date and impartial information free from bias and stereotyping.
- Student's personal aspirations are the most important factor in any activity and should be treated with respect.
- Careers guidance is an integral part of the whole guidance programme.
- Careers Education and Guidance underpins and runs through the whole school curriculum.

PERSONNEL

The Careers Lead will have responsibility for:

- Organising, resourcing monitoring and evaluating the CEG programme across the school;
- Liaising with the Careers Advisor, Heads of Years, the SENDC² and tutors to arrange careers appointments and group work;
- Keeping SLT and Governors aware of current guidelines;
- Managing the Careers Library; keeping resources (including online/software resources) up to date and accessible;
- Promote opportunities, vacancies, training through displays, website and other suitable means;
- Arrange talks/visits or other events such as workshops, career days/evenings both in school and outside school where appropriate, and;
- Keeping up-to-date with current developments by attending training sessions and/or taking qualifications, and by giving training sessions to staff delivering the programme.

The Careers Lead will work closely with the PSHE coordinator, the Curriculum Lead, Pastoral Team, and the Heads of Departments to ensure the CEG programme is successfully embedded into the curriculum. The Careers Lead reports to the Assistant Headteacher for Personal Development, Transition and Stakeholder Voice – Mr Snowdon (see also Appendix 2 - Personnel).

Careers Advisor

The school employs two Level 6 qualified Careers Advisors through the company 4YPUK to provide independent and impartial advice to the students. This position is managed by 4YPUK, with day-to-day line management by the Careers Lead.

The Careers Advisors are based in school two or three times a week, and arrangements can be made for 1:1 appointment with them. Group work can also be arranged for specific groups such as; Gifted and Talented, SEND students, and/or those wishing to find an apprenticeship.

Students can be referred by Tutors, Heads of Year and they can of course self-refer. We work closely with the Pastoral team. We do prioritise Year 11 and targeted students, but anyone with a need can have an appointment arranged.

Headteacher, SLT and Lead Governor for Careers

They support the Careers Lead with ensuring time, budget and facilities are made available/are adequate plus any training needs met. They are also responsible for ensuring the Governing body is aware of developments in careers and the careers programme in school.

Assistant Headteacher with responsibility for Careers

They meet regularly with the Careers Lead to discuss the careers programme and the school's careers education. They also support the Careers Lead to ensure that careers links into the wider school improvement plan. Finally, they work with the Careers Lead to monitor and evaluate the careers programme.

SEND Lead

They support the Careers Lead with referrals, especially pre-neets, SEND and Nightingale Unit students. They make the Careers Lead and/or advisors aware of any safeguarding or SEND issues where appropriate. They also encourage and support students to engage in careers events and visits.

Heads of Departments

They are responsible for ensuring:

- That Careers education is recognised as part of the overall curriculum and learning frameworks are in place for all years (Gatsby 4).
- That staff support students in attending careers appointments.
- Have a display and/or area in their department to promote careers in their subject, LMI and other careers resources.
- They show job of the week/month videos, where appropriate.
- They keep the Careers Lead informed of any employer encounters/workplace visits/work experience opportunities or any speakers/College or Uni visits, etc. that might fulfill Gatsby benchmarks, including virtual talks and presentations.
- They support and promote any careers events, talks or visits which have been arranged.

Head of Years and Assistant Heads of Year

They are responsible for ensuring:

- They support the Careers Lead with referrals especially for those at risk of being a pre-need.
- Making the Careers Lead and/or advisors aware of any safeguarding or SEND issues, where appropriate.
- They support the Careers Lead with any events or visits.
- They encourage students to use Unifrog and make time in tutor time to access Unifrog/IT rooms, when possible.

Tutors

They are responsible for ensuring:

- Students are given, and aware of, their careers appointments or any other invitations or information about careers events or trips.
- They pass on action plans as well as discuss and follow these up with students.
- They encourage students to regularly use Unifrog.
- They assist the Careers Lead by collecting destination information.
- They pass on details about local college open days or other opportunities advertised.
- They show job of the month/week videos.
- They maintain a careers area/board in their classroom.

- They are aware of any career developments such as T levels or apprenticeships.
- They encourage and support students to engage in careers events and visits.
- They challenge careers related stereotypes.

Teachers

They are responsible for ensuring they:

- Remind students of careers appointments or any other invitations to careers events or trips.
- Maintain a careers area/board in their classroom.
- Challenge careers related stereotypes.
- Keep up to date with career developments such as T levels, apprenticeships and other routes available for their subject.
- Incorporate careers learning and employability in their classes regularly, e.g. skills needed, Unifrog videos, Mypath job of the week/month videos, local industry, job sectors, jobs relevant to their subject area.
- Keep the Careers Lead informed of any employer encounters/workplace visits/work experience opportunities or any speakers/college or university visits etc., that might fulfill Gatsby benchmarks including virtual talks and presentations.

PARTNERSHIPS

The school works closely with the following bodies:

- STEM ambassadors
- Careers and Enterprise Company
- South Midlands Careers Hub
- SEMLEP
- Enthuse Partnership
- Bedford Borough Council
- Local colleges and specifically Bedford and Shuttleworth
- Local Universities of Bedfordshire and Northampton, as well as further afield
- SSG Services and other training providers
- Armed Services – Army, RAF and Royal Navy
- Parents and carers
- Governors

THE CEG PROGRAMME

The Careers programme is delivered through a combination of our PSHE programme and the curriculum, alongside events, visits, careers guidance appointments, assemblies, enrichment and off timetable days. We will be using the Unifrog platform lesson plans predominately for PHSE.

By the end of Key Stage 3 all students will have:

- Completed three days experience of a work place either by a work shadowing placement or a workplace visit.
- Had a minimum of three encounters with an employer.
- Had an opportunity for a careers appointment for pupil premium, SEND and pre-need students.
- Been introduced to Unifrog and undertaken various activities on it.
- Been given information and supported through GCSE option process.
- Been made aware of stereotyping and equal opportunities.

- Knowledge about qualifications.
- An understanding of their strengths and weaknesses.

By the end of Key Stage 4 all students will have:

- Completed five days' work experience or taken part in a workplace visit.
- Had a minimum of five encounters with an employer.
- Had at least one careers appointment with qualified advisor.
- Used Unifrog to record achievements, skills and create a CV.
- Been made aware of vocational, apprenticeship and other post-16 routes.
- Developed their employability skills.

By the end of Key Stage 5 all students will have:

- Visited a university.
- Had the minimum of seven encounters with an employer.
- Successfully looked for and undertaken one week's work experience.
- Had support for applying to university, employment or an apprenticeship route.
- Had employability skills/workshops.
- Explored and confident about post 16 routes
- Used Unifrog comprehensively for recording skills and applications.
- Self-awareness, employability and career management skills.
- Had at least one careers appointment with a qualified advisor.

MONITORING, EVALUATION AND DEVELOPMENT PLANNING

The Careers Education and Guidance policy and programme will be regularly monitored and evaluated through a variety of techniques such as pupil and staff feedback questionnaires, including the Future Skills Questionnaire (FSQ) and/or observations to ensure as far as possible:

- Relevance to student needs.
- Links with other school development.
- Effective response to change.
- Part of the PSHE curriculum.

BUDGET

The school has a budget set aside for the purchase of licenses for software and databases specific to Careers Education and to enable regular updating of the careers library with current directories and guidance books.

CAREERS LIBRARY

This is located in the Space 4 Learning and is accessible when the library is open. It contains directories, booklets, and guidance books on all aspects of careers from choosing options, work experience, jobs, decisions, choices, and taking a gap year, through to university choices. It is managed and updated by the Librarian/Careers Lead. All the resources are available for either using in the Space 4 Learning or to borrow.

EVENTS

The school aims to provide students with the knowledge and resources to make decisions about their future, and with this in mind organises regular opportunities for students and parents to meet careers professionals such as Careers Evenings, Parents Evenings, Sixth Form Careers Days as well as talks and workshops from other professional organisations or businesses. There are also other opportunities such as apprenticeship sessions with local training providers. Where appropriate the school will also organise trips out to workplaces, universities, careers fairs, open days and other events.

OPPORTUNITIES

Vacancies, training opportunities, open days, and apprenticeships will be displayed within school on notice boards, through the school website and ClassCharts as well as to the tutor groups via the Daily News.

TRAINING

The Careers Lead attends network meetings and speakers with Careers Leads from other local schools, both informally and through the South Midlands Careers Hub.

The Careers Lead supports with staff CPD to ensure staff have updated knowledge on career developments.

WORK EXPERIENCE

Mark Rutherford School supports any student, should they have the opportunity, of going out on work experience outside of term time. Within term time we have set up a programme of work shadowing in Key Stage 3, and a more traditional week of Work experience in Years 10 and 12.

Another way into work, which will also give valuable experience, is becoming a volunteer. If any student is interested in volunteering, we encourage them to contact local volunteer agencies.

BUSINESS PARTNERSHIP

Mark Rutherford School has set up a Business Partnership with local organisations and businesses; this has provided students and staff with vital links to industry, with opportunities for work experience, mentoring, advice and networking, as well as other projects. The Partnership has a series of events throughout the year in the form of Meet an Employer and other events, and is coordinated by the Careers Lead.

APPENDIX 1

Statement of responsibility:

EVERY PUPIL AT MARK RUTHERFORD SCHOOL IS ENTITLED TO IMPARTIAL INFORMATION, GUIDANCE AND ADVICE ABOUT CAREERS

Tutor, Subject teacher, Heads of Year, Careers Advisor, Careers Lead

Careers library, in the Space 4 Learning has lots of information for you to read or borrow, and you can make an appointment to see the advisor [here](#).

APPENDIX 2 - PERSONNEL

Personnel	Staff Member	Responsibilities
Careers Lead	Mrs Unwin	Organising, resourcing, monitoring and evaluating the CEG programme across the school. Liaising with the Careers Advisor, Heads of Year, SENDC ^o and Tutors to arrange Careers Guidance appointments and group work, and with SLT and Governors to keep them aware of current guidelines. To keep the Careers Library and resources up to date; promote opportunities, vacancies, training through displays and the website. Arrange talks/visits, where appropriate.
Careers Advisor	Lee McCree Sharma Abora 4YP	To provide impartial careers advisors, qualified to Level 6. Works 1:1 with students from all year groups, plus intensive and group work, where appropriate.
PSHE Coordinator	Mrs Claire Purcell	Facilitating CEG within the PSHE programme. Liaising with the Careers Lead for days off timetable, careers events, etc.
Deputy Headteacher with responsibility for Curriculum	Mr Simon Wilson	Mapping the 14-19 curriculum.
Heads of Years	Ms Bradley (7) Mr Sharpe (8) Ms Young (9) Mr Taylor (10 and 11)	Advising careers personnel of vulnerable students and prioritising careers appointments and interventions. Referring students to the Careers Advisor and Business Mentors.
Sixth Form	Ms Vallance Mr Nicholls	Referring students to the Careers Advisor. Supporting careers personnel in delivery of CEG. Providing references for college, university or employment.
Tutors	Tutors	Referring students to the Careers Advisor. Providing advice on subject choices. Keeping students informed of vacancies, training courses, careers talks and visits. Supporting with UCAS process, apprenticeships and job routes (Sixth Form tutors). Providing references for college, university or employment.